

**CITY OF NEWARK
DELAWARE**

BOARDS, COMMITTEES & AUTHORITIES

Appointed by Mayor and Council

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**Updated: January 23, 2017
City Secretary's Office**

BOARD OF ADJUSTMENT

AUTHORITY:	Newark City Code, Chapter 32, Zoning, Article XIX, Section 32-62 to 32-72; Delaware State Code, Title 22, Section 321 to 331.
MEMBERSHIP:	Five members.
APPOINTMENT:	Four members appointed by Mayor with consent of Council; one member appointed by Mayor with consent of Council to serve as chairperson whose term shall be at the pleasure of the Mayor.
TERM:	Four members, four years; chairperson, at pleasure of Mayor.
PAY:	None.
RESTRAINTS:	Members shall have knowledge and experience in urban and rural development problems. No member shall be, at the time of his appointment, a candidate, candidate-elect for, or incumbent of any elective public office.
BOARD REPORT REQUIREMENTS:	All actions and decisions to be filed in the office of the City Secretary. Copies of minutes sent to Council.
FUNCTIONS:	To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Building Inspector in the enforcement of Chapter 32, Zoning, Newark City Code.
	To authorize, upon appeal in specific cases, such variances from the terms of Chapter 32, Zoning, as will not be contrary to the public interest where, due to special conditions, a literal enforcement of the provisions of Chapter 32 will result in unnecessary hardship, and so that the spirit of the Chapter shall be observed and substantial justice done.
	To authorize such variances from the terms of Chapter 32 as will not be contrary to the public interest upon receipt of papers transmitted by the Building Inspector pursuant to Article XX, Section 32-75 (Special Provisions Applicable to George Read Village), without the formality of an appeal; provided, however, that notice to all parties in interest shall be given in the same manner as upon hearing of an appeal.
HEARING NOTICE:	Published in newspaper at least ten (10) days before date of hearing. Direct mail notice to applicant and counsel or representative of record and registered owners of next five properties adjoining or adjacent, in each direction, to the property upon which the appeal centers.
MEETINGS:	Third Thursday of each month at 7:00 p.m.

Revised: February 25, 2014

BOARD OF ADJUSTMENT – MEMBERSHIP (Four-year term)

Jeffrey Bergstrom, Chairperson
5 Darien Road
Newark, DE 19711-2046
Term: At Large

Phone: 733-0215 (H) 322-9813 (B) 420-2694 (C)

Jim McKelvey
48 Winslow Road
Newark, DE 19711
Term Expires: September 15, 2019

Phone: 302-743-7801 (C)

Kevin Hudson
224 Dallam Road
Newark, DE 19711
Term Expires: September 15, 2020

Phone:

Mr. David Levandoski
200 Sunset Road
Newark, DE 19711
Term Expires: September 15, 2018

Phone: 453-1131 (H)

William Moore, Jr.
17 Squirrel Lane
Newark, DE 19711
Term Expires: September 15, 2017

Phone: 366-1037

Revised: October 13, 2016

BOARD OF BUILDING, FIRE, PROPERTY MAINTENANCE AND SIDEWALK APPEALS

AUTHORITY:	Newark City Code, Chapter 7.
MEMBERSHIP:	Five members and two alternates, one of whom shall be selected by membership to serve as chairperson.
APPOINTMENT:	Appointed by Mayor with consent of Council.
TERM:	Five-year terms.
PAY:	None.
RESTRAINTS:	None.
BOARD REPORT REQUIREMENTS:	None.
FUNCTIONS:	To decide upon appeals from a decision of a city official regarding the application and interpretation of Chapter 7 (Building), Chapter 14 (Fire), Chapter 17 (Property Maintenance) and Chapter 26 (Streets), Article III (Sidewalks). The application for appeal shall be based on a claim that the true intent of the code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall not have the authority to waive requirements of the code.
HEARING NOTICE:	To appellant or his representative. Agenda and notice posting shall be a minimum of 7 days in advance.
MEETINGS:	The Board meets upon notice of the chairperson within ten (10) days of the filing of an appeal or at stated periodic meetings if warranted by volume of work.

Revised: July 14, 2016

BOARD OF BUILDING, FIRE, PROPERTY MAINTENANCE AND SIDEWALK APPEALS - MEMBERSHIP (Five-year terms)

Matthew Van Rensler
415 Arbour Drive
Newark, DE 19713
(Professional Engineer)
Expires: August 31, 2021

Phone: 610-420-0812

Thomas Cofran
203 Sunset Road
Newark, DE 19711
Expires: August 31, 2020

Phone: 302-368-7422

Member Vacancy
Expires: 2019

Member Vacancy
Expires: 2018

Member Vacancy
Expires: 2017

Alternate Vacancy
Expires: 2021

Alternate Vacancy
Expires 2020

Revised: October 26, 2016

BOARD OF BUSINESS LICENSE REVIEW

AUTHORITY:	Newark City Code, Chapter 13, Finance, Revenue & Taxation, Section 13-49.
MEMBERSHIP:	Five members, one of whom shall be selected by membership to serve as chairperson.
APPOINTMENT:	By the Mayor with consent of Council.
TERM:	Three years.
PAY:	None.
RESTRAINTS:	Members must be City residents. Board may adopt rules of procedure. A record of meetings shall be kept and all hearings shall be public.
BOARD REPORT REQUIREMENTS:	None.
FUNCTIONS:	To hear appeals taken by any person aggrieved by any administrative decision based in whole or part upon Article VII of Chapter 13 and to advise the City regarding business licensing whenever necessary.
MEETINGS:	As required to hear appeals.

BOARD OF BUSINESS LICENSE REVIEW – MEMBERSHIP

(Three-year terms)

Joseph Brady

213 Vassar Drive

Newark, DE 19711

Term Expires: July 15, 2017

Phone: 731-3034 (H)

Bill Dewberry

108 Red Pine Circle

Newark, DE 19711

Term Expires: July 15, 2017

Phone: 368-8809 (H)

Paul Keeley

79 Hidden Valley Drive

Newark, DE 19711

Term Expires: July 15, 2018

Phone: 540-6658(C)

Kevin Henker

208 Cheltenham Road

Newark, DE 19711

Term Expires: July 15, 2018

Phone: 894-0562 (H)

BOARDS AND COMMISSIONS REVIEW COMMITTEE

AUTHORITY:	Adhoc committee established by Council on March 17, 2014
MEMBERSHIP:	Seven members
APPOINTMENT:	One members, one appointed by Mayor, and 6 members appointed by Council Members by council district.
TERM:	To the sunset of the committee.
PAY:	None
RESTRAINTS:	Members must reside in the district that the individual has been appointed to represent.
BOARD REPORT REQUIREMENTS:	The committee must submit reports to council as boards and commissions are evaluated.
FUNCTIONS:	To review the City's boards and commissions and make recommendations to Council.
MEETINGS:	Meetings to be held on the Fourth Tuesday of each month at 7:00 PM.

BOARDS AND COMMISSIONS REVIEW COMMITTEE – MEMBERSHIP

Rebecca Powers, Chairperson
703 Lehigh Road
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: At Large

John D. Morgan
908 Kenilworth Avenue
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 1

Jo Anne Barnes
3000 Fountainview Circle, Apt 414
Newark, DE 19713
Term Expiration: Sunset of the Committee
District: 2

Christopher Laird
829 Lehigh Road
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 3

Roberta Sullivan
228 Orchard Road
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 4

Maria P. Aristigueta
77 Hidden Valley Drive
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 5

M. Howland Redding
13 Creek Bend Court
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 6

COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE

AUTHORITY:	Chapter 2, Art. VI, Sections 2-69 to 2-70, City Code (Ordinance No. 16-24, 8/8/2016)
MEMBERSHIP:	Eleven members: One from each district and five at-large (with at least one from Housing Authority, one from business community and one from non-profit).
APPOINTMENT:	Six by Council from districts; five by Mayor with Council approval.
TERM:	Three years.
PAY:	None.
RESTRAINTS:	None.
BOARD REPORT REQUIREMENTS:	Recommendations to be submitted to Council for approval. Recommendations for funding agencies are submitted to Council for budget consideration via the Finance Department.
FUNCTIONS:	<p>Community Development: To consider requests for funding under Act for the development of viable urban communities by providing decent housing, suitable living environment, and expanding economic opportunities principally for persons of low and moderate income.</p> <p>Specific objectives:</p> <ul style="list-style-type: none">- Elimination and prevention of slums and blight;- Conservation and expansion of the nation's housing stock;- Elimination of unhealthy and unsafe conditions;- Expansion and improvement of community services;- More rational utilization of land;- Reduction of the isolation of income groups;- Historic preservation;- Review findings of Housing Field Survey and evaluate same to make recommendations through the Planning Commission to Council;- Collect information to help determine what kinds of housing are needed for elderly and low-income families. <p>Revenue Sharing: The Committee sets applications and proposal guidelines for agencies applying for City Revenue Sharing funds. The Committee reviews proposals submitted by agencies, establishes a public hearing process, and a decision-making process. Recommendations are forwarded to Council.</p>
MEETINGS:	Public hearing required. Other meetings on call of chairperson.

Revised: August 29, 2016

COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE – MEMBERSHIP (Three-year term)

Michael Gritz
921 Aster Avenue
Newark, DE 19711
Council District 1
Term Expires: March 15, 2019
Phone: 368-5626 (H)

Horacio D. Lewis
1000 Fountainview Drive
Suite 216
Newark, DE 19713
Council District 2
Term Expires: March 15, 2017
Phone: 559-4074 (C)

Michael Keough
413 Kinross Drive
Newark, DE 19711
Council District 3
Term Expires: March 15, 2020
Phone: 264-1764 (C)

Patricia Wilcox
804 Cambridge Drive
Newark, DE 19711
Council District 5
Term Expires: March 15, 2017
Phone: 737-4554 (H)

David Robertson
17 Center Street
Newark, DE 19711
Council District 6
Term Expires: March 15, 2016

Robert Detwiler
77 Madison Drive
Newark, DE 19711
Council District 4
Term Expires: March 15, 2018
Phone: 368-2331 (H)

Robyn Harland
1 Ethan Allen Court
Newark, DE 19711
At-Large
Term Expires: March 15, 2019
Phone: 533-5329 (C)

Kevin L. Smith
Habitat for Humanity of New Castle County
1920 Hutton Street
Wilmington, DE 19802
Non-Profit Representative
Term Expires: March 15, 2017
Phone

Revised: January 23, 2017

COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE – MEMBERSHIP (Continued)

Ted Elder
100 Red Pine Circle
Newark, DE 19711
At-Large
Term Expires: March 15, 2019

Phone: 453-1871 (H)

Janaki Ram Ray
6 North Wynwyd Drive
Newark, DE 19711
Newark Housing Authority Representative
Term Expires: March 15, 2019

Phone: 240-273-5251

Carla Grygiel
Newark Senior Center
200 White Chapel Drive
Newark, DE 19713
Business Community Representative
Mayor's Appointment
Term Expires: March 15, 2017

Revised: October 18, 2016

CONSERVATION ADVISORY COMMISSION

AUTHORITY:	Chapter 2, Art. X, Sections 2-151 to 2-154, City Code (Ordinance No. 77-56, 11/14/77)
MEMBERSHIP:	Nine members.
APPOINTMENT:	Three appointed by Mayor and one appointed by each Council Member. The Commission is to draw up its own rules of procedure and elect its own officers annually.
TERM:	Three for three years, three for two years and three for one year; succeeding terms to be three years.
PAY:	None.
RESTRAINTS:	None.
BOARD REPORT REQUIREMENTS:	Shall file an annual report.
FUNCTIONS:	To advise Council in the development, management and protection of its natural resources with appropriate consideration of Newark's human and economic resources.
MEETINGS:	Shall meet at its own call. (Currently meetings are held on the second Tuesday of the month at 7:00 p.m.)

Revised: September 7, 2010

CONSERVATION ADVISORY COMMISSION – MEMBERSHIP (Three-year term)

Kismet Hazelwood
216 Vassar Drive
Newark, DE 19711
Appointment by Mayor
Term Expires March 15, 2017

Phone: 456-9769 (H)

John Hornor
113 East Main Street #401
Newark, DE 19711
Appointment by Mayor
Term Expires: March 15, 2018

Phone: 369-1551 (H)

Katherine Sheedy
356 South College Avenue
Newark, DE 19711
Appointment by Mayor
Term Expires: March 15, 2019

Phone: 368-0438 (H) 322-3052(B)

Ajay Prasad
510 Briar Lane
Newark, DE 19711
Appointment for District 1
Term Expires: March 15, 2019

Phone: 454-0849 (H)

John Wessells
1000 Fountainview Circle
Suite 302
Newark, DE 19713
Appointment for District 2
Term Expires: March 15, 2017

Phone: 540-0429 (C)

Bob McDowell
25 Cornwall Drive
Newark, DE 19711
Appointment for District 3
Term Expires: March 15, 2018

Sheila Smith
90 Dallas Avenue
Newark, DE 19711
Appointment for District 4
Term Expires: March 15, 2020

Phone: 737-3878 (H)

George Irvine
39 Hidden Valley Drive
Newark, DE 19711
Appointment for District 5
Term Expires: March 15, 2018

Phone: 737-2884 (H)

Jason Kramer
4 Nightingale Circle
Newark, DE 19711
Appointment for District 6
Term Expires: March 15, 2019

Phone: 978-337-5104 (C)

Revised: January 23, 2017

DOWNTOWN NEWARK PARTNERSHIP

AUTHORITY:	Newark City Code, Chapter 2, Article IV, Administration
MEMBERSHIP:	No less than fourteen members. Permanent members: Mayor; City Manager; President of the University of Delaware. Two owners of Main Street businesses; one owner of a Main Street property; one chief executive or operating officer of a major corporation in or near Newark; one representative of a Newark bank branch; one representative of the media; one representative of a Newark cultural community group; one Newark resident with special interest in downtown Newark; one representative of the New Castle County Chamber of Commerce or Delaware Chamber of Commerce; one at-large Newark resident may be appointed as Council sees fit; one representative of the University's Department of Hotel Restaurant, and Institutional Management.
APPOINTMENT:	By Mayor, with approval of Council. Chair and Vice-Chair selected from among its business and/or corporate members, both of whom shall serve three-year terms.
TERM:	Initial appointment of one owner of a Main Street business, the one at-large member, and the member from a major corporation shall be appointed for three-year terms; the owner of a Main Street property, the member from the <u>Newark Post</u> , the member from a bank with a branch in Newark, and the member representing a Newark resident with special interest in downtown shall be appointed for two-year terms; all other members shall be appointed for one-year terms. Thereafter, all terms shall be for three years.
PAY:	None.
RESTRAINTS:	None.
BOARD REPORT REQUIREMENTS:	None.
FUNCTIONS:	<p>Downtown Newark shall, in general, encompass all properties located between Library Avenue and South Main Street and between the CSX Railroad right-of-way and Delaware Avenue. Advise Council on matters requiring Council action concerning the economic improvement and enhancement of downtown Newark. May also advise Council on matters requiring action concerning the economic improvement and enhancement of the city at-large.</p> <p>Economic improvement and enhancement shall refer to the promotion of business, business recruitment and retention, commercial and residential incentive programs, promotion of public events, coordination and communication among entities involved in downtown projects, and activities including merchants, city, and university, downtown off-street parking, downtown transportation improvements, public relations, downtown beautification, and the management of the affairs of the Partnership. In addition, the Partnership shall periodically evaluate Partnership programs. The Partnership's purpose, however, shall not include those purposes and duties established in this chapter for the Planning Commission. The Partnership may carry out other duties as required by Council.</p>
MEETINGS:	At the call of the chairperson. Must meet at least once each quarter.

Revised: November 8, 2012

DOWNTOWN NEWARK PARTNERSHIP - MEMBERSHIP (Staggered initially, then three-year terms)

L. P. Mikles
55 E. Periwinkle Lane
Newark, DE 19711
Term Expires: July 15, 2018
(Main Street Business Owner)

Joe Charma
Resident
Landmark Engineers
1 Corporate Commons, Suite 301
100 West Commons Boulevard
New Castle, DE 19720 Phone: 323-9377 (B)
Term Expires: July 15, 2017
(Chair DNP Design Committee)

William Sullivan
UD HRIM Program
Managing Director
Courtyard by Marriott
400 David Hollowell Drive
Newark, DE 19716
Term Expires: July 15, 2018
(UD HRIM Representative)

Phone: 391-2261 (B)

Thomas Rogers
Resident
307 Kinross Drive
Abbotsford
Newark, DE 19711
Term Expires: July 15, 2016
(At-Large Resident)

Phone: 584-3867 (C)

Ryan German
Business Owner/Property Owner
Caffe Gelato, Inc.
90 East Main Street
Newark, DE 19711
Term Expires: July 15, 2016
(Main Street Property Owner)

Phone: 738-5811 (B)

Nic DeCaire
Fusion Fitness
280 East Main Street, Suite 118
Newark, DE 19711
At-Large
Term Expires: July 15, 2017
(Main Street Business Owner)

Revised: June 14, 2016

DOWNTOWN NEWARK PARTNERSHIP (Continued)

Ruby Herrington
270 Beiser Blvd
Dover, DE 19904
Term Expires: July 15, 2018
(Newark Bank Branch Representative)

Phone:

Marilyn Minster – Business Owner
Minster's Jewelers
205 Newark Shopping Center
Newark, DE 19711
Term Expires: July 15, 2017
(Special Interest in Downtown)

Phone: 737-5947 (B)

President
University of Delaware
Office of the President
104A Hullihen Hall
Newark, DE 19716
Term Expires: No Expiration

Phone: 831-2111 (B)

VACANCY
Newark, DE 19711
Term Expires: July 15, 2018
(Chief Executive or Operating Officer
of a Major Corporation in or Near Newark)

Phone:

Vacancy
Newark, DE 19711
Term Expires: July 15, 2017
(Cultural Community Group Representative)

James DeChene
Delaware Chamber of Commerce
228 Cheltenham Road
Newark, DE 19711
Term Expires: July 15, 2017
(Chamber of Commerce Representative)

Phone:

Karie Simmons
Newark Post
601 N. Bridge Street
Elkton, Maryland 21921
Term Expires: July 15, 2018
(Media Representative)

Phone: (443)239-1622

Revised: January 23, 2017

DOWNTOWN NEWARK PARTNERSHIP (Continued)

Carol Houck, City Manager
City of Newark
220 South Main Street
Newark, DE 19711
Term Expires: No Expiration

Phone: 366-7000 (B)

Polly Sierer, Mayor
City of Newark
220 South Main Street
Newark, DE 19711
Term Expires: No Expiration

Phone: 366-7000 (B)

Maureen Feeney Roser
Director Planning & Development
City of Newark
220 South Main Street
Newark, DE 19711
Term Expires: No Expiration

Phone: 366-7000 (B)

DOWNTOWN NEWARK PARTNERSHIP - NEWARK PARKING COMMITTEE

(Three-year term all expiring January 15, 2017; appointed by Mayor)

Marvin Howard, Administrator
220 South Main Street
Newark, DE 19711

Phone: 366-7154 (B)

Fred Dingle
205 Hullihen Drive
Newark, DE 19711

Phone: 731-5200 (B)

Joseph McCoy
Catherine Rooney's
102 E. Main Street
Newark, DE 19711

Phone: 545-8541

John Brook
22 Bridlebrook Lane
Newark, DE 19711

Phone: 737-7050 (H)

Krista Milkovics
26 Hanes Street
Newark, DE 19711

Phone: 444-4071 Ext 111 (B)

Heather Dunigan
(WILMAPCO)
850 Library Avenue, Suite 100
Newark, DE 19711

Phone: 737-6205 Ext 18 (B)

Steven Hudson
114 W. Mill Station
Newark, DE 19711

Phone:

Richard S. Rind
Director of Parking & Transportation Services
University of Delaware
147 Perkins Student Center
Newark, DE 19716

Phone:

Lt. William Hargrove, NPD
Newark Police Department
220 South Main Street
Newark, DE 19711

Phone: 366-7100 (B)

David Del Grande, Finance Director
220 South Main Street
Newark, DE 19711

Phone: 366-7080 (B)

Ruth Mayer
2821 Videre Drive
Wilmington, DE 19808

Phone: 737-9146

Jim Grimes, Sr. Assistant Director of Public Safety
7 Confluence Court
Newark, DE 19711

Phone:

Revised: July 12, 2016

ELECTION BOARD

AUTHORITY:	Section 1002.2, Newark City Charter; Chapter 10, Article I, Sec. 10-1 through 10-8, City Code.
MEMBERSHIP:	Seven members.
APPOINTMENT:	Appointed by Council, with one member being appointed from each of the six districts and one at-large.
TERM:	Three-year terms.
PAY:	\$180.00 for each registration and Election Day.
RESTRAINTS:	Each member shall be a citizen of the United States and shall have resided within the geographical boundaries of the City for one year next preceding his appointment. Mayor and Members of Council shall not be eligible for appointment to the Board.
BOARD REPORT REQUIREMENTS:	Certification of the results of the election to each person elected and to the Council.
FUNCTIONS:	Conducts all elections and referendums.
	Has full power and authority to make and adopt rules to carry out the purposes of the Code, the Charter, and the Constitution and laws of the State of Delaware.
	Shall establish guidelines which shall enumerate the duties of the Board and election officials and the procedures for implementing them.
	Any member of the Election Board shall be deemed qualified to administer oaths as required by the provisions of the Code regarding absentee registration and absentee voting.
MEETINGS:	The Board shall meet annually on the last Saturday in January and organize by electing one of its member's president.

Updated: April 27, 2016

ELECTION BOARD - MEMBERSHIP (Three-year term)

Sydney Goldberg
113 Panorama Drive
Newark, DE 19711

At-Large

Term Expires: January 15, 2019

Phone: 366-8771 (H)

Gordon Hendry
8 Hayden Way
Newark, DE 19711

District 6

Term Expires: January 15, 2016

Phone: 456-1656 (H)

Roberta Sullivan
228 Orchard Road
Newark, DE 19711

District 4

Term Expires: January 15, 2020

Phone:

Vacant
Newark, DE 19711
District 1

Term Expires: January 15, 2018

Laura Meredith
50 Fremont Road
Newark, DE 19711

District 5

Term Expires: January 15, 2020

Phone: 738-5054 (H)

Dean Moore
44 Hawthorne Avenue
Newark, DE 19711

District 2

Term Expires: January 15, 2018

Phone: 455-1422 (H)

Edward H. Wirth
427 Arbour Drive
Newark, DE 19713

District 3

Term expires: January 15, 2019

Phone: 368-4332 (H)

Revised: January 23, 2017

BOARD OF ETHICS

AUTHORITY:	Chapter 2, Division 7, Board of Ethics, Sections 2-97 to 2-97.20, City Code.
MEMBERSHIP:	Five members.
APPOINTMENT:	Appointed by Council.
TERM:	Five-year terms.
PAY:	None.
RESTRAINTS:	No member shall sit on the Board concerning any matter which directly or indirectly concerns his own interests.
BOARD REPORT REQUIREMENTS:	Transmit findings of investigation to City Council or the City Manager.
FUNCTIONS:	To implement the Code of Ethics adopted by City Council for public officers and employees.
	To receive and initiate complaints of violations of the Code of Ethics.
	To hear and investigate complaints and transmit the findings to the Council or the City Manger.
	To render advisory opinions or interpretations with respect to the application of the Code of Ethics, either on request or on its own initiative.
	To propose revisions of the Code of Ethics to assure its continuing pertinence and effectiveness.
MEETINGS:	Shall meet at its own call or at the request of the City Council or the City Manager. Three members shall constitute a quorum. Complete minutes shall be kept of the proceedings.

BOARD OF ETHICS - MEMBERSHIP (Five-year term)

Fred Lentz
5 Rising Road
Newark, DE 19711
Term Expires: February 15, 2019

Phone:

James W. Garvin, Jr.
11 Fairfield Drive
Newark, DE 19711
Term Expires: February 15, 2018

Phone: 737-7329 (H)

Mary Ellen Green
1000 Fountainview Circle
Apt. 305
Newark, DE 19713
Term Expires: February 15, 2020

Phone: 292-1793 (H)

Raymond I. Peters
116 Briar Lane
Newark, DE 19711
Term Expires: February 15, 2017

Phone: 368-8428 (H)

Nancy Rich
265 Beverly Road
Newark, DE 19711
Term Expires: February 15, 2021

Phone: 731-1380 (H)

Revised: March 15, 2016

NEWARK HOUSING AUTHORITY

AUTHORITY:	Delaware State Code, Title 31, Chapter 43.
MEMBERSHIP:	Seven members.
APPOINTMENT:	Four appointments by Mayor; three appointments by Governor.
TERM:	Three-year terms.
PAY:	None.
RESTRAINTS:	Resident of the City of Newark.
BOARD REPORT REQUIREMENTS:	Minutes submitted monthly to Council.
FUNCTIONS:	To investigate into living and housing conditions in its area of operation; determine where unsanitary or substandard housing conditions exist; study and recommend plans for clearing, planning, and reconstruction of such areas; and providing housing accommodations for persons of low income, and to cooperate with the City.
	To prepare, carry out, and operate projects, to provide for construction, alteration, or repair of projects; to arrange with government in area of operation for the planning and furnishing of streets and other public places or facilities; and to act as an agent of the Federal government.
	To lease or rent housing and establish or revise the rents therefor.
	To borrow money upon its bonds.
	All other powers and obligations outlined in Title 31, Chapter 43, Del.C.
MEETINGS:	Second Wednesday of each month. Special meetings on call of the chairperson.

Revised: July 24, 2012

NEWARK HOUSING AUTHORITY - MEMBERSHIP (Three-year term)

Marene Jordan
Executive Director
313 E. Main Street
Newark, DE 19711

Phone: 366-0826

Donna Shand*
60-102 Welsh Tract Road
Newark, DE 19713
Term Expires: October 15, 2017

Phone: 737-5017

Peter W. Hartranft*
1 Meadow Wind Circle
Newark, DE 19711
Term Expires: June 10, 2018

Lloyd Harris *
65 Thompson Circle
Newark, DE 19711
Term Expires: May 21, 2018

Phone: 369-1520 (H)

Sharon Smith**
5 Point Avenue
Newark, DE 19711
Term Expires: January 15, 2020

Phone: 454-7141 (H)

Janaki Ram Ray**
6 N. Wynwyd Drive
Newark, DE 19711
Term Expires: January 15, 2019

Phone: 240-273-5251(C)

Nikki Lane**
306 N. Twin Lakes Blvd.
Newark, DE 19711
Term Expires: January 15, 2019

Phone:

Kevin Heitzenroder**
271 Beverly Road
Newark, DE 19711
Term Expires: July 15, 2019

Phone: 455-9891

*Governor's Appointment

**Mayor's Appointment

Revised: January 23, 2017

PENSION REVIEW COMMITTEE

AUTHORITY:	Newark City Code Chapter 2-98.4-Pension committee.
PURPOSE:	Internal administration of the plan and to advise and assist council in meeting its mandate as fiduciaries of the plan to direct and monitor the investment management of plan assets. The committee will report to and be subject to council.
DUTIES:	The specific duties of the pension committee are outlined as part of the Amended Pension Plan for Employees of City of Newark, Delaware as adopted by council ordinance.
MEMBERSHIP:	<p><i>Permanent members are:</i></p> <ul style="list-style-type: none">• City Manager• Deputy city manager will serve as chair• Finance director shall serve as vice chair of the committee.• Deputy finance director shall serve as an alternate voting member in the absence of any permanent voting member.• Investment consultant (non-voting) <p><i>Four voting members are appointed as follows:</i></p> <ul style="list-style-type: none">• An active member of the American Federation of State, County and Municipal Employees, AFL-CIO and its Local Union No. 1670 ("AFSCME") appointed by AFSCME leadership.• An active member of the Communication Workers of America Local 1036 ("CWA") leadership.• An active member of Fraternal Order of Police Lodge No. 4 ("FOP") appointed by FOP leadership.• One city resident shall be appointed by the mayor with council's approval.• If and when there is no longer an active member from the union groups above, then that voting member shall be replaced with a city resident appointed by the mayor with council's approval.
TERM:	All terms shall be for two years. Active employees shall be appointed by their respective bargaining units in writing to the committee chair. Upon the expiration of a term of appointment, a member shall serve until his/her successor has been duly appointed. Reappointment to the committee shall be permitted.
STAFF:	The finance department shall provide staff and related services to the committee under the supervision of the city manager. Other city departments may from time to time assist the committee under the supervision of the city manager in cooperation with the finance department.
MEETINGS:	The committee shall meet a minimum of two times per year at times and places of its choosing. Summary minutes shall be kept of all committee meetings.
FUNCTIONS:	Internal administration of the plan and to advise and assist council in meeting its mandate as fiduciaries of the plan to direct and monitor the investment management of plan assets. The committee will report to and be subject to council.

Revised: June 30, 2015

PENSION REVIEW COMMITTEE- MEMBERSHIP (Two year term)

Carol Houck, City Manager
220 South Main Street
Newark, DE 19711

Andrew Haines, Chair
Deputy City Manager
220 South Main Street
Newark, DE 19711

David Del Grande, Vice Chair
Finance Director
220 South Main Street
Newark, DE 19711

Jill Hollander
Deputy Finance Director
220 South Main Street
Newark, DE 19711
Alternate

Investment Consultant (non-voting)

AFSCME Local 1670
One Representative as designated by the union

FOP Lodge 4
One Representative as designated by the union

CWA Local 1036
One Representative as designated by the union

Mary Roland
2310 Independence Way
Newark, DE 19713
City resident
Term Expires: June 22, 2017

Revised: July 12, 2016

PERSONNEL REVIEW COMMITTEE

AUTHORITY:	Newark City Code, Chapter 2, Sections 2-96.4 thru 2-96.13.
MEMBERSHIP:	Three members, one designated by Mayor as chairperson.
APPOINTMENT:	By Mayor with consent of majority of Council.
TERM:	Three years.
PAY:	None.
RESTRAINTS:	Residents of the City of good repute, not Council Members.
BOARD REPORT REQUIREMENTS:	Opinions shall be filed with the City Secretary who shall transmit same to Mayor and Council.
FUNCTIONS:	Publicly hear and determine the facts surrounding the suspension or removal by the City Manager of any supervising official of the various departments of the City.
MEETINGS:	As requested or required at the discretion of the Committee.

PERSONNEL REVIEW COMMITTEE - MEMBERSHIP (Three-year term)

Victor Bernstein
416 Douglas D. Alley Drive
Newark, DE 19713
At-Large
Term Expires: July 15, 2016

Phone: 456-3106 (H)

Ronald L. Gardner
8 Farm House Road
Newark, DE 19711
Term Expires: July 15, 2015

Phone: 731-4614 (H)

Mr. John Hornor
113 E. Main Street
#401
Newark, DE 19711
Term Expires: July 15, 2015

Phone:

Revised: July 8, 2013

PLANNING COMMISSION

AUTHORITY:	Newark City Code, Chapter 2, Sections 78 through 90; Newark City Charter, Section 901; Delaware State Code, Title 22, Sections 701 to 711.
MEMBERSHIP:	Seven members.
APPOINTMENT:	One member from each district and one member at-large.
TERM:	Three-year terms.
PAY:	None. Reimbursement for actual and necessary expenses incurred while on official business as approved by Council.
RESTRAINTS:	Members shall be qualified by reason of education, experience and familiarity with the City. Each member shall be a resident of the numbered district from which appointed.
BOARD REPORT REQUIREMENTS:	On or before October 1 of each year, work program to be prepared for coming fiscal year; to include necessary Planning Commission expenses to cover program to be submitted to City Council. Submit to Council all recommendations and advisements on planning subjects.
FUNCTIONS:	<p>Advise Council, after considering advice of Planning and Development Director, on zoning, land subdivision, the Comprehensive Development Plan, the Official Map of the City, proposed ordinances concerning land use and development, urban renewal, expenditures for capital improvements where such improvements refer to a matter covered by the Comprehensive Plan or the Official Map, and such other planning subjects referred to it by City Council or the City Manager. All such recommendations shall be submitted to Council within a time specified by Council and prior to the public hearing by Council on the proposed ordinance where applicable.</p> <p>Study and recommend, after considering advice of Planning and Development Director, legislation for civic development as will facilitate the prevention and relief of congestion of population and of traffic, better control of fire hazard, better distribution of areas and of buildings for purposes of residence, manufacturing, trade, and transportation, the preservation of natural and historical features of the City, the beautifying thereof, the coordination of transportation facilities, the best method of financing and assessing the cost of public improvements, or any other matter relating to a coordinated civic development in the City.</p> <p>Recommend, after considering advice of Planning and Development Director, amendments to Building Code and/or Zoning Code, regulating height, location, and ground areas of buildings and structures and the division of the City into districts or zones based upon height, ground areas, and use of all buildings and structures.</p> <p>Conduct public hearings on zoning district classification changes.</p>

PLANNING COMMISSION (Continued)

- FUNCTIONS:** Study all applications for approval of land subdivision, conduct conferences and hearings necessary to make such plans acceptable to them. Make recommendations to Council, after considering advice of Planning and Development Director, regarding revisions of Subdivision Regulations.
- Conduct public hearings on annexation proposals and make recommendations to Council.
- All questions concerning the location or acceptance of any public place, playground, parkway, street, avenue, highway, square, park, or of the design, acceptance or location of any bridge, viaduct, street or park fixtures or structures, or any public building (including a public library) or works of art proposed to be erected either wholly or partly by public or private funds, and as related to the implementation of the Comprehensive Development Plan, shall be referred to the Planning Commission by the Council for recommendation to Council within a time specified by Council.
- Conducts public hearings and makes determinations on all requests for off-street parking requirement waivers. Appeals to parking waiver determinations are reviewed by City Council. Council may also review, modify, or deny the planning commission's approval, disapproval, or approval with conditions upon the recommendation of the a member of Council, Planning and Development Director and/or the City Manager.
- HEARING NOTICE:** Agenda to be published at least fifteen days prior to public hearing or business meeting in a newspaper of general circulation in the City.
- MEETINGS:** First Tuesday of each month at 7:00 p.m. May hold executive session as a part of regular or business meeting. May hold informal meetings provided no business is done.

PLANNING COMMISSION - MEMBERSHIP (Three-year term)

Willard F. Hurd
115 Lovett Avenue
Newark, DE 19711
District 2

Term Expires: September 15, 2018

Phone:

Robert L. Stozek
203 Briar Lane
Newark, DE 19711
District 1

Term Expires: September 15, 2017

Phone: 368-5446

Stacy McNatt, P.E.
526 South Twin Lakes Boulevard
Newark, DE 19711
District 3

Term Expires: September 15, 2019

Phone: 222-4337 (C)

Jeremy Firestone
130 Winslow Road
Newark, DE 19711
District 4

Term Expires: September 15, 2018

Phone: 299-5177 (C)

Alan Silverman
23 Wakefield Drive
Newark, DE 19711
District 5

Term Expires: September 15, 2017

Phone: 737-2152 (H)

Frank McIntosh
22 Beagle Club Way
Newark, DE 19711
District 6

Term Expires: September 15, 2017

Phone: 366-0949 (H)

Bob Cronin
207 Briar Lane
Newark, DE 19711
At-Large

Term Expires: September 15, 2019

Phone: 454-1201 (H)

Revised: January 23, 2017